



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Healthy Families and Youth

Division: Division of Community and Public Health

Sub-Section: Bureau of Genetics and Healthy Childhood

TITLE: Alternative to Abortions

CUTOFF: EOSFY

DESCRIPTION: Contract records and correspondence regarding a variety of activities under the umbrella of "Alternatives to Abortion." Activities include counseling, financial assistance, medical care, and other activities designed to assist low income expectant mothers and new mothers with children up to 1 year of age. Records arranged by county.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22574

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Bid Contracts

CUTOFF: Completion of contract

DESCRIPTION: Contracts related to bids for "Toll-free Information and Referral Line Services." Copies of records maintained in financial services office.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22550

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Community Based Home Visiting Records

CUTOFF: End of State Fiscal Year

DESCRIPTION: Contract records and correspondence regarding a variety of activities under the umbrella of Home Visiting Programs. These include "Building Blocks of Missouri Program," Missouri Community-based Home Visiting Program," and the "Fetal Alcohol Syndrome Project." All of these activities are designed to promote the health and well being of Missouri families with newborn children. Records are organized by county.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22576

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Healthy Families and Youth

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Sub-Section: Bureau of Genetics and Healthy Childhood

TITLE: Comprehensive Family Planning Contractor Files

CUTOFF:EOCY

DESCRIPTION: All contract records/correspondence for this program, including clinic reports, comprehensive family planning monthly reports, and invoices.

RETENTION: Years: 80 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22568

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Contract Files for Maternal Child Health

CUTOFF:EOSFY

DESCRIPTION: Contract records and correspondence regarding a variety of activities under the umbrella of "Maternal Child Health" designed to improve the health of pregnant women, newborns, and new mothers. Activities may include educational services, direct care, or financial assistance. Record arranged by county.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22573

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Daily TEL-LINK Call Records

CUTOFF:EOSFY

DESCRIPTION: Daily call records on all incoming calls to the toll-free information and referral line for maternal and child health services. This toll-free number is known as 1-800-TEL-LINK. These records include the callers name, address, phone, description of the call, etc.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22548

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



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Department: Department of Health and Senior Services

Section: Section for Healthy Families and Youth

Division: Division of Community and Public Health

Sub-Section: Bureau of Genetics and Healthy Childhood

TITLE: Healthy Mothers, Healthy Fathers, Healthy Babies

CUTOFF: EOSFY

DESCRIPTION: Contracts with Local Public Health Agencies.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22572

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Missouri High Risk Maternity and Child Care Program

CUTOFF: EOCY

DESCRIPTION: Applications for financial assistance for women and children at risk for obstetrical or pediatric conditions. Approved/Disapproved ultrasound records. Arranged alphabetically.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22570

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Monthly TEL-LINK Call Data Reports

CUTOFF: EOSFY

DESCRIPTION: Reports that provide monthly data totals on all incoming calls to the toll-free information and referral line for maternal and child health services. This toll-free number is known as 1-800-TEL-LINK.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22547

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Healthy Families and Youth

Division: Division of Community and Public Health

Sub-Section: Bureau of Genetics and Healthy Childhood

TITLE: Newborn Hearing Screening Audiological Diagnostic Reports

CUTOFF:EOCY

DESCRIPTION: Original paper copies documenting the results of the audiologic diagnostic evaluation and used as a reference for one year following receipt of result.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22558

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Newborn Hearing Screening Forms - Initial Forms and Hearing Screening Only Forms

CUTOFF:EOCY

DESCRIPTION: Original paper copies documenting the results of the hearing screening for babies born in Missouri.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22557

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Newborn Screening Abnormal Reports

CUTOFF:EOCY

DESCRIPTION: Newborn screening blood test results documenting the confirmatory test results for infants with an abnormal newborn screen.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22559

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



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Department: Department of Health and Senior Services

Section: Section for Healthy Families and Youth

Division: Division of Community and Public Health

Sub-Section: Bureau of Genetics and Healthy Childhood

TITLE: Newborn Screening Consent to Share Health Care Information Forms

CUTOFF:EOCY

DESCRIPTION: Original paper copies documenting that the parent or legal guardian has signed in order for a health care provider to share confidential information with another health care provider.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22556

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Newborn Screening Test Results

CUTOFF:EOSFY

DESCRIPTION: Monthly reports from DHSS Lab, healthcare providers, and the Bureau of Vital Statistics. These reports are submitted by healthcare providers and used for long-term research and/or medical purposes.

RETENTION: Years: 80 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22571

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Prevalence Study Records

CUTOFF:EOSFY

DESCRIPTION: Perinatal drug prevalence studies that were used in hospitals to abstract demographic and substance use information for women at the time of delivery, such as urine lab results on tobacco, alcohol, and illegal drug usage.

RETENTION: Years: 80 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22566

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



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Department: Department of Health and Senior Services

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Sub-Section: Bureau of Genetics and Healthy Childhood

TITLE: Program Contracts

CUTOFF: EOSFY in which contract expires

DESCRIPTION: Contracts, which include any financial agreements between DHSS and contractors, used throughout the contract period for the following programs: Newborn Hearing, Newborn Screening, Metabolic Formula /Cystic Fibrosis, Sickle Cell, or Cystic Fibrosis for Newborns.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22554

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Request For Proposal (RFP)

CUTOFF: Final expiration of contract

DESCRIPTION: Paper copies that accompany the program contracts and state how many renewals the contracts have. Keep the current RFP the full length of time of the contract.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22555

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Risk Appraisals for Pregnant Women/Prenatal Case Management

CUTOFF: EOCY

DESCRIPTION: Department of Social Services records/audits of prenatal case management providers. Risk appraisals completed by Local Public Health Agencies and other providers.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22565

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



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Department: Department of Health and Senior Services

Section: Section for Healthy Families and Youth

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Sub-Section: Bureau of Genetics and Healthy Childhood

TITLE: Safe Cribs for Missouri Program Files

CUTOFF: Submission of all forms and invoices by local public health agency

DESCRIPTION: Records pertaining to the Safe Cribs for Missouri Program. Records include, but are not limited to, program referrals, education checklists, initial assessments, home visit compliance questionnaires, vendor requests for payment, and supporting documentation.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 24532

SERIES STATUS: Approved

APPROVAL DATE: 5/13/2019

TITLE: SAFE-CARE Medical Examination - Data

CUTOFF: Completion of data entry

DESCRIPTION: Information from SAFE-CARE medical examination documents stored in database.

RETENTION: Years: 100 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22563

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: SAFE-CARE Medical Examination - Originals

CUTOFF: Completion of data entry

DESCRIPTION: Medical exams submitted by medical care providers for cases of alleged child maltreatment. Data is tracked in database, while original is retained for estimated lifetime of child to support legal proceedings. Paper is retained 90 days, then sent to inactive storage.

RETENTION: Years: 100 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22562

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007



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Department: Department of Health and Senior Services

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Sub-Section: Bureau of Genetics and Healthy Childhood

TITLE: Sickie Cell Disease Confirmatory Reports

CUTOFF:EOCY

DESCRIPTION: Original copies documenting confirmatory test results and diagnosis for infants identified on the newborn screen blood test with sickie cell disease.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22561

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Sickie Cell Trait Results

CUTOFF:EOSFY

DESCRIPTION: Copies of the Sickie Cell trait results documenting the results from the blood tests done at a Missouri hospital on infants.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22560

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Training Manuals

CUTOFF:End of contract period

DESCRIPTION: TEL-LINK training manuals used for training contracting staff who answer the toll-free information and referral line number which is known as 1-800-TEL-LINK.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22553

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007
